PRV – Provider-Requested MediPASS Disenrollment

Purpose:
The purpose of this procedure is to process MediPASS Provider agreement modifications.

Identification of Roles:
Primary Role - Provider Enrollment staff will perform this procedure.

Performance Standards:
Increase MediPASS provider participation by five percent (5%) per year for each contract year, from base year. The base year is the 12-month period prior to the effective date of Iowa Medicaid Enterprise contract.

Path of Business Procedure:

Step 1: Received the change request from Providers.
   a. From the mailroom or via fax in OnBase in PRV02 "MediPASS Agreement"
   b. If via email they must be printed to OnBase.

Step 2: Outreach reviews the change for completeness.
   a. If request is not complete, the request is pended and a letter is sent to the provider requesting additional information. If the request is complete, continue processing. If the change is due to a Tax Identification Number (ID) change, send a letter notifying the provider that they must apply for a new Iowa Medicaid provider number. Areas that can be updated by Outreach staff include:
       1. Maximum number of members enrolled
       2. Age minimum or maximum
       3. Sex- female only, male only, or both female and male
       4. Current members only or new members accepted – C or B
       5. MediPASS 24 hour phone number
       6. Contiguous counties accepted

Step 3: Update Change into the Medicaid Management Information System (MMIS)
   a. Access the Provider Subsystem and enter code.
   b. Access Provider subsystem in the Medicaid Management Information System (MMIS)
   c. Enter an Action Code of "C"

Step 4: Enter 7 digit Medicaid legacy number.
   a. Tab down to the Medicaid Number and enter the seven-digit Medicaid legacy number.
   b. Press Enter.

Step 5: Press the "F3" Key

Step 6: Make changes on appropriate field
    a. Tab to the appropriate field, which needs to be updated and make the change.

Step 7: Press Enter to validate the change

Step 8: Press Enter again to complete the transaction

Step 9: Review changes for accuracy

Forms/Reports:
N/A

RFP References:
6.4.6.3.3.a

Interfaces:
N/A

Attachments:
Process Map

MEDIPASS AGREEMENT MODIFICATION

Enrollment Specialists	Outreach and Education
Received scanned image of change request. 1	Outreach reviews the change for completeness. 2
	Update Change into MMIS 3
	Enter NPI Number. 4
	Press "F3" Key. 5
	Make changes on appropriate field. 6
	Press enter to validate change. 7
	Press "Enter" again to complete transaction. 8
	Review changes for accuracy. 9